

JOB DESCRIPTION
MURFREESBORO PARKS AND RECREATION DEPARTMENT
PART-TIME CULTURAL ARTS STAFF ASSISTANT

1. JOB TITLE: PART-TIME CULTURAL ARTS STAFF ASSISTANT

- 2. DEFINITION:** The Cultural Arts Staff Assistant assists the Cultural Arts Coordinator in programming all aspects of visual and performing arts throughout the City. The Cultural Arts Staff Assistant is responsible to the Cultural Arts Coordinator. All employees are responsible to the City Manager. The position is classified as non-exempt for the purpose of the Fair Labor Standards Act, as having no significant exposure to bloodborne pathogens, and as Non-Safety Sensitive; the employee will be subject to post accident, reasonable suspicion, return to duty and follow-up drug and alcohol testing.

3. EQUIPMENT / JOB LOCATION:

- a. The employee will operate telephones, typewriters, copy machines and other modern office equipment. The employee will also operate hand tools such as saws and hammers, arts and crafts equipment, and audio/visual equipment. The employee will be exposed to arts and crafts materials such as paints and glues.
- b. The employee works both indoors and outdoors at a variety of recreational facilities throughout the City including but not limited to community centers, parks and theatres.

4. ESSENTIAL FUNCTION OF THE JOB:

- a. Assists in planning and executing Special Events and Cultural Arts Programs, including the annual Fourth of July Celebration, Children's Theatre, Concerts in the Parks, arts and crafts classes, day camps, etc.
- b. Assists in scheduling activities within the Department and through outside groups with related interests.
- c. Assists in publicizing and promoting all Cultural Arts events.
- d. Assists other Department staff members in programming activities.
- e. Assists in keeping accurate records of attendance, inventory and maintenance.

5. ADDITIONAL EXAMPLES OF WORK PERFORMED:

- a. Maintains and operates audio and visual equipment as required.
- b. Performs general office duties.
- c. Attends staff meetings, professional meetings and other functions as required.
- d. Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. Must be eighteen years of age.
- b. Must have authorization to work in the United States.
- c. Graduation from an accredited high school or equivalent.
- d. Educational background or experience in Cultural Arts or like field such as Art, Drama, Music and/or Dance is preferred.
- e. Ability to organize, plan and supervise all phases of a Cultural Arts program for all ages of the community in a recreational setting.

- f. Ability to communicate effectively, both orally and in writing.
- g. Knowledge of community resources and other arts organizations.
- h. Ability to establish and maintain an effective working relationship with the public and other employees.
- i. Ability to report to work on time and notify the appropriate individual in advance if unable to work.
- j. Ability to work flexible hours; some holiday and weekend work may be required.

Non-Safety Sensitive
Non-Exempt
07/26/96